



TXWORKS 2021-2022

Apply for an Internship Steps Overview

What is TXWORKS?

TXWORKS provides Texas undergraduate college and university students an opportunity to develop career readiness via on-the-job training. The TXWORKS internship experience will prepare students to achieve their full potential, helping them successfully transition into the workforce upon graduation. Students participating in the **TXWORKS** Internship program must be Texas residents, have applied for financial aid, be eligible for financial assistance, and seeking a **Bachelor** degree, **Associate** degree, or **Certificate**.

Why should you participate in an internship this year?

- **Earn** at least **\$20.00** an hour.
- **Gain** and **strengthen** career readiness through paid meaningful work experience.
- **Explore** career paths.
- **Become** marketable to compete in the future workforce, contribute to the economy, oneself, and the communities serving.

TXWORKS Internships are at minimum 8 weeks long and interns will work a at minimum 96 hours, either in person, virtually, or hybrid (face-to-face and virtual).

Are you ready to get started?

STEP I: Review and Determine if you meet eligibility to participate in TXWORKS

To be eligible for the TXWORKS Internship Program, a student must:

- be a resident of Texas;
- have graduated from high school or received the equivalent of a high school diploma;
- have established financial need per THECB procedures (**see step II**);
- **not** be employed in more than one internship at a time (students can participate in no more than two internships total);
- have not earned a bachelor's, a graduate, or a professional degree thus far; and

- is enrolled for at least the number of hours required of a half-time student (6 hours or more) ,as an undergraduate student enrolled in a **degree** or **certificate** program (Certificate, Associate, or Bachelor degree) at an eligible Texas College or University the ***long semester prior to the internship period*** desired to apply for (**see table 1.00 below**).

NOTE: A **Certificate** is defined as a training program on a specialized topic for which participants receive a certificate after completing the course and passing an assessment. An **Associate Degree** is defined as a degree that is given to a student who has completed two years of study at a junior college, college, or university. A **Bachelor's Degree** is defined as a degree that is given to a student by a college or university usually after four years of study.

Table 1.00

For internships available in:	You will need to provide a current, digital copy of your transcript (unofficial transcript is acceptable) that demonstrates enrollment requirements for this semester:
Summer 2021	Spring 2021
Fall 2021	Spring 2021
Spring 2022	Fall 2021
Summer 2022	Spring 2022

STEP II: Gather records needed to verify your eligibility to apply for a TXWORKS internship program.

- You will need to complete the TXWORKS Student Eligibility Form and obtain a current copy of your transcript (an unofficial copy is acceptable).
 - You will need to have completed the Free Application for Federal Student Aid (FAFSA) before completing the TXWORKS Student Eligibility Form. Locate your FAFSA Student Aid Report (SAR) for either the **2019-2020, 2020-2021, or 2021-2022** academic school year and look for the Estimated Family Contribution (EFC) amount that was provided to you. To be eligible for TXWORKS, the range provided to you needs to be between **\$0 and \$5,846**. If you have not completed a FAFSA, complete one. To access information about the FAFSA you have already completed OR to begin completing a new FAFSA, visit: <https://studentaid.gov/h/apply-for-aid/fafsa>.

- Each semester, the TXWORKS webpage will be updated with a link to the eligibility form.
- After you submit the eligibility form, you will receive an email within three (3) to five (5) business days notifying you of your eligibility status as it relates to applying for internships through TXWORKS.
- If you are eligible, within the email notification, an official **THECB Student Eligibility Participation Letter** will be included. This letter is to be provided to the employer you are applying for an internship; per the instructions they provide you. The instructions on additional application steps are provided within the internship position job description.

Step III: Register for www.TXInternshipChallenge.com

- TXWORKS internships will be posted on this site. Therefore, we encourage you to register if you have not done so already for this site. Read these instructions for assistance with registering for this site:
https://www.twc.texas.gov/files/news/texas_internship_challenge_internship_seeker_quick_start_guide_twc.pdf.

Step IV: Search for internship opportunities

- You will search for TXWORKS internship postings on www.TXInternshipChallenge.com as they come available. These internship postings will provide:
 - Description of the employer, the internship position, and the tasks and projects the selected candidate will perform.
 - The qualifications needed to apply for the position.
 - Instructions on how to apply.

Step V: Apply for internship opportunities of interest to you

All TXWORKS employers will require eligible TXWORKS applicants to submit the following:

- TX Internship Application through the TXWORKS internship posting on www.TXInternshipChallenge.com site. You can access this application when selecting the red Apply button on the internship posting form.
- THECB Student Eligibility Participation Letter PDF (each employer will provide instructions on how to submit this letter to them in the **Additional Application Information** section of the internship posting).
- Current, digital copy of your transcript (unofficial transcript is acceptable) that demonstrates for the long semester prior to when the internship will occur, that you are enrolled:
 - At an eligible college or university located in Texas
 - As a half-time student (six hours or more)

- As seeking a certificate, associate degree or bachelor's degree

When internship positions are not yet posted, you can begin preparing to apply for a TXWORKS internship now by:

- Sign-up for email notification about TXWORKS. <https://forms.office.com/r/FLPhkgrASv>
- Obtain and download a digital copy of your transcript (can be an unofficial copy). Consult with your campus registrar's office or an academic advisor on how to access your transcript if you do not already know how to do so.
- Update your resume (or create one if you do not currently have a professional resume appropriate for applying for an internship). Find the career center on your campus and explore resources available to help you develop or update your resume.
- Register for www.TXInternshipChallenge.com. Read these instructions for assistance with registering for this site:
https://www.twc.texas.gov/files/news/texas_internship_challenge_internship_seeker_quick_start_guide_twc.pdf.
- Locate your FAFSA Student Aid Report (SAR) for either the **2019-2020, 2020-2021, or 2021-2022** academic school year and look for the Estimated Family Contribution (EFC) amount that was provided to you. To be eligible for TXWORKS, the range provided to you needs to be between **\$0 and \$5,846**. If you have not completed a FAFSA, complete one. To access information about the FAFSA you have already completed OR to begin completing a new FAFSA, visit: <https://studentaid.gov/h/apply-for-aid/afsa>.

Contact for Technical Assistance with Texas Internship Challenge Site

For technical assistance with the www.TXInternshipChallenge.com site, contact:

Texas Workforce Commission (TWC)

Workforce Systems Support Desk

Phone: 512-463-4210

Email: wfsupportdesk@twc.state.tx.us

Hours of Operation: 8:00am - 5:00pm CST

Contact for Non-Technical Questions about TXWORKS Internship Program

For non-technical questions about the TXWORKS Internship Program, contact:

Texas Higher Education Coordinating Board (THECB)

Phone: 512-427-6582

Email: txworks@highered.texas.gov

Webpage: www.highered.texas.gov/txworks

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May 2021